

**NORTH DAKOTA INTERAGENCY COORDINATING COUNCIL  
MEETING MINUTES  
MARCH 4, 2004  
INTERACTIVE VIDEO NETWORK MEETING**

**PRESENT**

ReNae Bearking

Richard Brown

Paula Burckhard

Virginia Cleveland

Peggy Crane

Tammy Gallup-Millner

Ramona Gunderson

Ramona Gunderson

Gene Hysjulien

Jeanette Kolberg

Bill Lardy

Roxane Romanick

Linda Rorman

Shawn Stettner

**ABSENT**

Bernard Hogarth

Angel Spottedhorse

**STAFF PRESENT**

Deb Balsdon

Connie Haag

Chairperson Peggy Crane called the meeting to order at 2:00 PM. Introductions of new members were made. A quorum was present.

**TOPIC:** December 4-5, 2002 Meeting Minutes

**ACTION:** Kari Chiasson's name was added to those present at the December 4-5, 2002 quarterly meeting. The minutes were approved as amended.

**TOPIC:** Parents as Trainers Project

**DISCUSSION:** Peg Mohr reviewed the proposal to fund the Parents as Trainers project for the next grant period (July 1, 2004 through June 30, 2005). The grant request proposes that additional sponsors and matching support be added to the program. Part C funds will be used to fund pre-service training for students that will be working with children birth to three years of age.

**ACTION:** A motion was made by Jeannette Kolberg and seconded by Linda Rorman to fund the Parents as Trainers Project at the requested amount of \$51,239. Motion carried.

**TOPIC:** **Family to Family Network**

**DISCUSSION:** Jennifer Knudson presented the Family to Family Network proposal for \$13,028. The Network is requesting a contract to support 30 one to one matches for parents with children less than 3 years of age, at a fee of \$460.30 per match. The project director, Sue Offutt, has resigned.

**ACTION:** A motion was made by Kari Chiasson and seconded by Roxane Romanick that the North Dakota Department of Human Services continue to financially support the Parents as Trainers project in the amount requested. Motion carried.

**TOPIC:** **Right Track**

**DISCUSSION:** The Right Track program has been very successful in identifying infants and toddlers eligible for early intervention services. Contracts with the current providers will expire June 30, 2004.

**ACTION:** The Council recommended that Request for Proposals be published to determine individuals or agencies that will provide Right Track services in the future.

**TOPIC:** **Budget**

**DISCUSSION:** Deb Balsdon discussed the FFY 2001 and 2002 Part C budgets.

**ACTION:** Copies of budget charts will be included with these minutes.

**TOPIC:** **Regional Interagency Coordinating Committee Quality Improvement Plan Workgroup**

**ACTION:** A group with representatives will be formed to review QIP trends and determine training and support needs of RICCs. The workgroup will report to the state ICC in September.

**TOPIC:** **Part C Data Review**

**DISCUSSION:** Deb displayed information showing eligibility determinations, and reviewed Child Count and Early Intervention services provided to toddlers with disabilities.

**ACTION:** Peg Crane, Linda Rorman, Roxane Romanick and Ramona Gunderson volunteered to help Deb gather statistical information for the three-year period ending June 30, 2003 for the Annual Performance Report, which is due the end of March. The next Annual Performance Report with information ending June 30, 2004 will be due by the end of December 2004.

**TOPIC:** **Training Opportunities**

**DISCUSSION:** April 18 Dr. Rosetti Bismarck  
April 14-16 Family-Based Services Conf. Fargo  
June 10-12 Family Connection Conf. Fargo  
Oct. 14-16 Head Start Fall Conf. Bismarck

**TOPIC:** **Priority Areas**

**ACTION:** Deb updated the Council on the five priority areas selected, which are ChildFind, Early Intervention services on reservations, coordination of quality enhancement, state funding, and skills development for families and service providers.

**TOPIC:** **Next Meeting**

**DISCUSSION:** The next meeting will be held June 3-4, 2004 in Bismarck in the Pioneer Room at the State Capitol. Agenda topics may include:  
Parents as Trainers Review  
Report from RICC QIP Workgroup  
Right Track RFP  
Annual Performance Report

The meeting adjourned at 4:35 PM.